

Please see **4 IMPORTANT ANNOUNCEMENTS** below regarding: 1) Spring 2013 ELPA Exemption Deadline – Friday, February 15, 2013, 2) Spring 2013 MI-Access AMO Window Now Open, 3) MI-Access FI Item Descriptor Booklets Posted, and 4) MI-Access PDF Reports Now Available

1) FINAL REMINDER: Spring 2013 ELPA Exemption Deadline – Friday, February 15, 2013

The deadline for requesting Spring 2013 English Language Proficiency Assessment (ELPA) exemptions is Friday, February 15, 2013. In addition to requesting an exemption in the BAA Secure Site, please provide documentation from the student's Individualized Education Program (IEP). If you have not yet forwarded the requested information to the BAA, please do so as soon as possible – your exemption request cannot be processed without this information.

Please mail or fax the IEP information to the following address:

MDE-BAA/ELPA Department

Attn: Jennifer Paul

608 West Allegan St.

Lansing, MI 48909

Fax: (517) 335-1186

Because districts can monitor and view exemption approvals and denials within the BAA Secure Site, no separate communications regarding decisions will be provided. BAA Secure Site users can print individual approvals and denials for record keeping purposes.

Exemption approvals are good only for one year and all requests must be made on an annual basis.

2) Spring 2013 MI-Access AMO Window Now Open

The Spring 2013 MI-Access (Grade 11) additional materials order (AMO) window opened on Monday, February 4, 2013 and will remain open through **Friday, March 15, 2013** for secure testing materials.

Ancillary materials (ID sheets, UPS return shipment labels, rulers, etc.) can be ordered through **Wednesday, April 17, 2013**. It is very important to inventory your initial materials before an additional order is placed.

Note the following when ordering additional materials:

- If you placed an initial material order before the January 11 deadline, you will be sent exactly what you order during the AMO window. No ancillary materials will be calculated and added to your order.

- If you did NOT enter an initial material order by the deadline, a quantity of ancillary materials will be calculated and included when you place your order during the AMO window.
- If you are ordering accommodated versions, you do not need to order standard-print booklets. Standard-print booklets are automatically included in the accommodated packets for MI-Access.
- Some order processing delays may occur during the first days of the window due to a large volume of orders.
- Be sure to track your orders using the "Order Summary/Tracking" tab on the BAA Secure Site or call 877-560-8378, option 4 rather than placing a duplicate order.
- Districts may request UPS Next Day shipping by providing the MI-Access contractor with the district's UPS account number or other payment method.

3) MI-Access FI Item Descriptor Booklets

MI-Access Item Descriptor Booklets are produced for Functional Independence (FI) only. *Accessing Print Item Descriptor Booklets* and *Expressing Ideas Item Descriptor Booklets* are not updated annually, but contain sample test items from previous administrations. Each sample item is preceded by the Extended Grade Level Content Expectation (EGLCE) code and a brief description of what the item measures. In addition, the *Expressing Ideas Item Descriptor Booklet* contains sample student papers, the scores the paper earned, and annotations for each response.

MI-Access item descriptors for all subjects can be accessed at:

http://www.michigan.gov/mde/0,1607,7-140-22709_28463_53783-253297--,00.html. The updated *Mathematics Item Descriptor Booklets* and *Science Item Descriptor Booklets* are listed under 2012 headings.

4) MI-Access PDF Reports Now Available

All reports for the Fall 2012 MI-Access assessments are now available on the BAA Secure Site at www.michigan.gov/baa-secure.

If you have a user ID and password for the BAA Secure Site, you can access data files and view/print reports by clicking on "Student Test Scores" from the menu at the left and selecting the appropriate test cycle. If you do not have access, please contact your district assessment coordinator for assistance.

Permissible Use of Assessment Results

Remember, **individual student results may be shared with parents at this time**; however, it is not permissible to share any district or school-level results with parents, the community, or other external parties until results are released to the public. School board meetings are open meetings; therefore, the sharing of embargoed assessment results at these meetings is not permissible until the public release. **Aggregate school or district data may be shared with teachers, administrators, internal committees and consultants who make use of the data for planning and school improvement purposes.**

These reports are provided to you on the BAA Secure Site in advance of release to the public and news media to allow you time to examine your assessment results. A date for the public release of this information will be scheduled by the Michigan Department of Education soon after all reports have been posted.

Release of school and district results in advance of the public release date (to be announced by the Michigan Department of Education) may jeopardize this courtesy for your school in the future.

Hard copy reports, including Parent Reports, will be shipped to schools in the near future. Schools and districts will be notified when all hard copy reports have been shipped.

Questions?

Please email us at baa@michigan.gov or call 877-560-8378 and select the appropriate menu option.